

Resource Types - This document provides definitions as well as examples of the types of compliance assistance resources Business Gateway is interested in.

Note: Your agency is NOT required to have all the resource types.

Note: Located at the end of the document are six resource types BG does NOT want to collect in this data call

RESOURCE TYPE	DEFINITION	EXAMPLES	NOTES
1. Compliance guides (longer than fact sheets)	Plain language, easy-to-understand guides to a particular law(s), standard(s), or regulation(s) or developed for a particular business sector	http://www.epa.gov/sbo/pdfs/hazwaste_500.pdf http://www.fcc.gov/ocbo/FCC02_214.pdf http://www.dol.gov/compliance/guide/index.htm http://www.dol.gov/esa/regs/compliance/whd/newbus3.htm http://www.fmcsa.dot.gov/safety-security/eta/index.htm http://www.osha.gov/recordkeeping/index.html http://www.efast.dol.gov/forms_pubs.html http://www.msha.gov/forms/forms.htm http://www.fmcsa.dot.gov/registration-licensing/online-registration/onlineeregdescription.htm	Include "recordkeeping and reporting" compliance assistance resources here or in #3 Fact sheets, brochures and FAQs. On the datacall spreadsheet, please list "recordkeeping" or "reporting" in the key word field so the resources can easily be found by a search. (note: the Guide should have a link to the appropriate form on forms.gov)
2. Information on training or consultation services	Information on consultation, training services, or training materials provided on the agency's laws and regulations (e.g., web pages, on-line brochures, PowerPoint presentations)	http://www.irs.gov/businesses/small/article/0,,id=99202,00.html http://www.vodium.com/MediapodLibrary/index.asp?library=esa_541&sessionArgs=0B1000010001000 http://www.osha.gov/dcsp/smallbusiness/consult.html http://www.msha.gov/Education&Training.HTM http://www.osha.gov/dcsp/ote/index.html ; http://www.tsi.dot.gov/	
3. Fact sheets (shorter than compliance guides), brochures and FAQs	Short, one to two page; basic explanatory information on a compliance tool, law(s) or regulation(s)	http://www.epa.gov/oilspill/pdfs/spccfact.pdf http://www.fmcsa.dot.gov/documents/hazmat/hm-brochure.pdf http://www.dol.gov/esa/fact-sheets-index.htm http://www.dol.gov/compliance/news/spotlight_smallbus.pdf	If there are many fact sheets on one portal page all related to one topic, you can include just the portal page and not each fact sheet on it; same for brochures and FAQs.
4. Posters/Graphics/ Logos	Workplace posters (some required by law or regulation; some optional)	http://www.dol.gov/compliance/topics/posters.htm http://www.fmcsa.dot.gov/rules-regulations/truck/driver/hos/HOSPoster.htm	In the description field, note whether posters are mandatory or optional
5. Notices (including notification templates)	Model notices or templates (notices required by regulations)	http://www.dol.gov/ebsa/publications/healthlawsnotice.html http://www.dol.gov/esa/forms/whd/WH-381.pdf	Include, if the resource is useful to and used frequently by businesses. Examples: COBRA notices, FMLA notices, Certification of Group Health Coverage

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6. Policy or enforcement guidance	Short, plain language information or memorandum on an interpretation of a law or regulation	http://www.dol.gov/esa/whd/opinion/opinion.htm http://cfpub.epa.gov/adi/	Examples include: Letters of interpretation, guides, and opinion letters
7. Webpage / Web portal	Web page or portal providing easy to understand compliance information on a particular law(s), standard(s) or regulation(s); links to additional compliance assistance resources may be provided from the web page or portal.	http://cfpub.epa.gov/npdes/ http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrguidedetails.asp?rule_toc=730&section_toc=730 http://www.osha.gov/dcsp/smallbusiness/index.html http://www.dol.gov/esa/regs/compliance/olms/CA_smallunions.htm http://www.youthrules.dol.gov/index.htm http://youth.eeoc.gov/ http://www.eeoc.gov/employers/smallbusinesses.html http://www.fmcsa.dot.gov/safety-security/hazmat/complyhmregs.htm	Compliance resources (e.g., compliance guides, fact sheets, etc.) accessible from this webpage or web portal do not need to be included elsewhere in this data call.
8. Compliance Checklists and How-To Guides	A checklist designed to help industry determine if they are compliant with a law(s), standard (s) or regulation(s)	http://www.epa.gov/ttn/atw/aerosp/aerochk.pdf http://epa.gov/compliance/resources/policies/incentives/auditing/apcol-rcrad.pdf http://www.dol.gov/ebsa/publications/selfcompliancetool.html http://www.youthrules.dol.gov/selfassess_restaurant.htm	
9. Electronic compliance tools	An interactive web site or system (for example, a "wizard") that walks the user step-by-step through a process until she reaches a result. The results page answers the user's question or links to compliance assistance resources that can answer the question. This resource type also includes interactive training tools.	http://www.dol.gov/elaws/firststep/ http://www.osha.gov/dts/osta/oshasoft/index.html#eTools	

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10. Interactive Frequently Asked Questions	Web page of FAQs on compliance issues that uses advanced search, database, or other technology to help the user find the FAQ most likely to match the user's interest.	http://waste.custhelp.com/cgi-bin/waste.cfg/php/enduser/std_alp.php http://www.irs.gov/faqs/index.html http://www.dol.gov/ebsa/FAQs/faq_compliance_hipaa.html http://publicaccess.custhelp.com/cgi-bin/publicaccess.cfg/php/enduser/std_alp.php	This resource type should not be just a static page of questions and answers, those items belong in #3.
11. Points of Contact - Lists or Directories	Web pages, databases, etc. with names, addresses, phone numbers, and/or e-mail addresses for subject matter experts.	http://cfpub.epa.gov/npdes/contacts.cfm?program_id=0&type=NPDES http://www.epa.gov/ttn/atw/epaprogs.html	
12. Other tools	Have we missed something important? Please add it here		

WEB RESOURCES NOT INCLUDED IN THE DATA CALL

1. Regulations (CFR)
2. Statutes
3. Lengthy technical bulletins
4. Calendars
5. Forms – already in a database, so need not be included in data call
6. Individual benefits